

Position Description

Director of Rugby

OVERALL PURPOSE OF THE POSITION

The Director of Rugby is a member of the Barker Sports Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program of the College as an integral part of the Barker community. The Director of Rugby has responsibility and accountability for the syllabus, staff, communication, coordination and direction of the Rugby Program at Barker.

More specifically, the Director of Rugby has responsibility for the coordination and curriculum of the Rugby program as well as responsibility for recruitment and professional development of all coaches within the Program K - 12. Furthermore, the Director of Rugby has responsibility for coordinating both the 7s and 15s programs, including the communication and organisation of all aspects of the program. Through a strong understanding of College policy and process, the Director of Rugby will facilitate the program in line with the strategic intent of the Sport Department and School. The role will work closely with the Director of Sport – Operations, the Director of Junior School Sport, the Head of Sport, Sports Administration and all coaches within the Program.

Lead, coordinate, develop, mentor, challenge and inspire our students to have a passion for cocurricular involvement, utilising a range of strategies to ensure students reach their full potential, with a focus on character development, teamwork and genuine sportsmanship.

The logistical responsibilities of the role include the following core functions:-

- Management and oversight of the Rugby program at the College
- Coordination of the Secondary and Junior School programs
- Oversight of the management and maintenance of the Rugby facilities and equipment
- Sourcing, training and developing appropriate staff for the program
- Being present, involved and visible at Rugby training sessions and competitions
- Implementation of College policy and process through the program
- Knowing and inspiring each student and staff member within the program
- Pastoral care & student welfare management

PRIMARY DUTIES & RESPONSIBILITIES

Program Responsibilities:

- Facilitate and coordinate training and fixture times and venues and communicate these when necessary to the Sports Administration hub, parents and students
- Allocation of appropriate staff across the program
- Coordinate Rugby trials for all students in the Junior School, 7s and 15s competitions
- Attend the appropriate pre-season and post-season convenors and Clubs meetings when required, including IPSHA, CAS and NSW Rugby
- Educate coaching staff on policy, process and the use of mandated software such as Clipboard
- Ensure coaching standards are adhered to throughout the season
- Compile kits for the coaches ensuring all equipment is of a high standard
- Complete compliance requirements in line with the Risk Management Program for Rugby in consultation with the Head of Sport
- Communicate directly with Heads of House regarding student matters
- Ensure the delivery of an appropriate Rugby coaching and competition program, through effective planning, coaching, leadership and communication
- Accompany and be responsible for students at training, competition, and camps in conjunction with rugby staff, the Director of Sport – Operations and Head of Sport
- Provide technical instruction and feedback to students appropriate for their age and competitive level
- Plan and facilitate the selection of individuals into teams and competitions in conjunction rugby staff
- Provide the Head of Sport with recommendations, where appropriate, on policies and procedures that may assist the program
- Assist the Barker Rugby Club with post season functions
- Coordinate the 1st's post-match function with parents
- Monitor and follow up injury and accident reports
- Ensure acceptable and appropriate School clothing and footwear is worn within the program
- Facilitate the Rugby induction program for staff and students in relation to safe use of the facilities and equipment in consultation with the Director of Sport – Operations and the Head of Sport
- In conjunction with the Director of Sport – Operations, arrange the provision of suitable First Aid requirements for fixtures if required
- Communicate directly with the Director of Sport - Operations and Age Coordinators regarding student matters in line with the Barker Sport Attendance Policy
- Liaise with the Head of Sport regarding the strategic direction of the program

Administration

- Communicate in a timely matter all necessary information pertaining to the rugby program to all stakeholders, including parents, students, staff and the school across Junior and Secondary Schools
- Contribute to the Parent and Student version of the handbook each year, outlining the Rugby Program
- In conjunction with team coaches, compile the writing and submission of a brief report for Barker Socials on all teams and forward onto the Sport Administration team
- Manage the College Rugby Instagram account
- Roster an appropriate number of coaches for training and competition and ensure the data in Clipboard is accurate
- Coordinate and facilitate tours in line with College requirements
- Assist with photo proofing for the Rugby Program
- Compile necessary information for the program used at home fixtures
- Monitor and follow up injury and accident reports
- Use appropriate software to store data in line with College Privacy policies
- Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Process and College and Industry requirements

General

- In collaboration with the Head of Sport, seek professional development opportunities for Rugby staff
- By example, set a standard by which the Program and associated factors will operate
- Keep the Head of Sport, Director of Junior School Sport and Director of Sport – Operations informed of necessary matters pertaining to the Rugby Program through regular communication
- Work collaboratively with rugby staff to assist with coaching and mentoring casually employed and permanent staff, including observation, feedback, individual development plans, training and education
- Understand the importance of student health and wellbeing and workloads and provide appropriate support when necessary
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of each coach in managing these
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and College guidelines

Risk Management and Compliance

- Contribute to risk management and compliance in relation to the Rugby program at the College
 - Work with the Head of Sport in the development of consistent processes, policies and procedures in relation to compliance and risk management
 - Report directly to the Head of Barker College on any matters relating to child protection
 - Support policy and process within the operations
 - Support the Head of Sport in compiling risk assessments and risk management documents for the Rugby program, events and facilities pertinent to the Rugby program
 - Support key staff in the implementation of efficient and effective risk management plans that reflect adherence to legislation, compliance and policy as it relates to the Rugby program at the College
 - Report any risk in relation to College property or equipment to the Head of Sport or the Maintenance Department in a timely manner.
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SKILLS ESSENTIAL TO THE JOB

- Appropriate Rugby qualifications
 - High level of organisational skill
 - An understanding of school operations
 - Capacity to work collaboratively as a member of a team
 - Ability to learn and use a range of applications and School related software
 - Highly refined communication skills, both written and oral.
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ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
 - Exceptional personal standards of honesty, integrity and professionalism
 - Strong service orientation with the ability to foster a strong service culture
 - Strong leadership skills, underpinned by a genuine interest in people
 - Excellent presentation skills
 - Commitment to the School's Mission, Vision and Values.
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WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others
 - Following policies, procedures and directions designed to ensure a safe environment
 - Reporting any hazard you identify to your manager or through the School's reporting processes
 - Reporting any injury sustained to you or another staff member to your manager or through the School's reporting processes within 24 hours
 - Following emergency evacuation procedures if required
 - Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
 - Undertaking WHS training as deemed relevant.
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ACCOUNTABILITY

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Be willing to work across pastoral programs, sport programs or school wide events when necessary.
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	The Head of Sport
The Immediate Managers:	Director of Junior School Sport Director of Sport - Operations
This Position:	Director of Rugby

APPROVAL

This position description accurately details the primary duties and responsibilities of the Director of Rugby.

Approved by the Deputy Head – People and Culture, November 2024

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
